Dear Sir/Madam,

This is to inform you that I am cancelling my \_\_\_\_\_\_\_\_(service name) contract as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(reason for cancellation).

My customer Id is \_\_\_\_\_\_\_\_\_\_\_\_(customer id). As per the contract if I cancel my service withing 30 days’ notice period there is no penalty. The final payment is made by me, and I am enclosing a copy of my contract.

Your services were very good, and I look forward to renewing your contract whenever it is necessary. Kindly confirm my contract cancellation.

Thank you.

Sincerely,

(Name)